My.Butler Advisor Training

My.Butler Portal:  https://my.butler.edu

User ID

Password

Click on the Advisor Menu tile to access Advisees.

Query and Tools will take you to the User Defaults to set a term. Class Search is also available from this page.
If you want to set your default term, go back to the Homepage and click on the Query and Tools Tile.

Your advisees will show in the middle of the page. There are links to frequently used information that you can use.

Or you can click on a student name to pull up that student’s Student Center (information).

The OnBase link will take you right to that student in OnBase once you log in.

If you don’t close the OnBase window, you will not have to log in again for another student.

Term codes are four-digit numbers that represent an academic year and term. The first number of a term code is always “4.” The middle numbers represent the academic year. The last number represents the term within the academic year: “1” for Fall, “3” for Spring, and “6” for Summer.

4181 = Fall 2018
4183 = Spring 2019
4186 – Summer 2019

Enter the term code into the Term box and click Save.
Select the Term you wish to search (e.g., Spring 2019).

Enter the Subject (e.g., “FYS,” “AC”), or search for the code with the Select Subject button.

Enter the Course Number (e.g., “102”).

Enter the Career (undergraduate or graduate).

Click Show Open Classes Only check box to display open sections only.

If desired, search by Course Attribute (e.g., IRC). Use the drop down box to see values.

You can also search with Additional Search Criteria (e.g. days of Week, Start time).

Click on Homepage (top left)
Click on Advisor Menu Tile to get back to your Advisor Center.
Click on **Advisor Center** in the left side menu to open the Advisor Center options.

Click on **My Advisees** to see the list with photos available.

---

<table>
<thead>
<tr>
<th>Display Name</th>
<th>ID</th>
<th>Placement test</th>
<th>Academic Requirements</th>
<th>Transcript</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisee 1</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>Yes</td>
</tr>
<tr>
<td>Advisee 2</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>No</td>
</tr>
<tr>
<td>Advisee 3</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>Yes</td>
</tr>
<tr>
<td>Advisee 4</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>No</td>
</tr>
<tr>
<td>Advisee 5</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>No</td>
</tr>
<tr>
<td>Advisee 6</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>Yes</td>
</tr>
<tr>
<td>Advisee 7</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>No</td>
</tr>
<tr>
<td>Advisee 8</td>
<td>400xxxxxx</td>
<td>Scores</td>
<td>Academic Requirements</td>
<td>Transcript</td>
<td>No</td>
</tr>
</tbody>
</table>
Click **My Advisees** under the **Advisor Center**. Your list of advisees appears.

Email one or more advisees by clicking the **Notify** check box, then clicking **Notify Selected Advisees**.

Click the **Photo** icon to view advisees’ Butler ID pictures. You can scroll through pictures using the arrows.

Click **View Student Detail** to view an **Advisee Student Center**. This is where detailed information about an advisee is found. This can also be accessed by individual links on the side menu.

To view the Advisee Student Center of a student for whom you are not the advisor of record, click **View Data For Other Students** and search by Butler ID number or by first/last name.
To access the other options, you can click on the side menu, or the tabs on the top menu.

You can click on View Student Details for a specific student or click on Advisee Student Center.
**Academics**

- **My Class Schedule** displays the advisee’s courses for the current term.
- **Shopping Cart** and **My Planner** are tools that the advisee uses to plan for and enroll in the next term’s courses.
- **Advisor Enrollment Request** can be used by advisors to enroll advisees in courses during their designated enrollment periods.
- **Placement Test Results** displays the advisee’s course placement within certain courses (English, Math, Chemistry, Music Theory, Modern Languages) as well as standardized test scores (ACT, SAT, etc.).

**Other Academic Dropdown Box**
- **Academic Requirements** (i.e., degree audit)
- **BU Cultural Requirements**
- **Course History**
- **Exam Schedule**
- **Grades** (Mid-Term or Final)
- **Transcript: View Unofficial**
- **Transfer Credit Report**
- **What-if Report** (i.e., degree requirements for a new academic program)
The **Academic Requirement Report** tracks the completion of university-wide requirements as well as the requirements of students’ declared major(s) and/or minor(s). This Report can also be downloaded and printed as a PDF.

This LAS advisee’s Academic Requirement Report starts with the minimum credits requirements required in LAS (note the “Satisfied”/“Not Satisfied” language), listing all courses counting towards this requirement.

It also shows the LAS Foreign Language Requirement.

Note the different icons for “taken”, “in-progress” and “planned” for course status.

---

### LAS Graduation Requirements (002000)

<table>
<thead>
<tr>
<th>Course</th>
<th>Description</th>
<th>Units</th>
<th>When</th>
<th>Grade</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>FYS 101</td>
<td>First-Year Seminar (Reality and the Imagination)</td>
<td>3.00</td>
<td>Fall 2016</td>
<td>B</td>
<td>✔️</td>
</tr>
<tr>
<td>FYS 102</td>
<td>First-Year Seminar (Reality and the Imagination)</td>
<td>3.00</td>
<td>Spring 2017</td>
<td>B</td>
<td>✔️</td>
</tr>
<tr>
<td>MA 106</td>
<td>Calculus &amp; Analytic Geometry 1</td>
<td>5.00</td>
<td>Fall 2016</td>
<td>B+</td>
<td>✔️</td>
</tr>
<tr>
<td>MA 107</td>
<td>Calculus &amp; Analytic Geometry 2</td>
<td>4.00</td>
<td>Fall 2016</td>
<td>C</td>
<td>✔️</td>
</tr>
<tr>
<td>MA 108</td>
<td>First-Year Problem Solving</td>
<td>1.00</td>
<td>Fall 2017</td>
<td>A</td>
<td>✔️</td>
</tr>
<tr>
<td>MA 201</td>
<td>Calculus &amp; Analytic Geometry 3</td>
<td>4.00</td>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PCA 200-ART</td>
<td>Introduction to Visual Art</td>
<td>3.00</td>
<td>Spring 2017</td>
<td>A</td>
<td>✔️</td>
</tr>
<tr>
<td>PH 201</td>
<td>Intro to Analytical Physics</td>
<td>5.00</td>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PWB 121-PE</td>
<td>Beginning Tennis</td>
<td>1.00</td>
<td>Fall 2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SP 203</td>
<td>Intermediate Spanish 1</td>
<td>3.00</td>
<td>Fall 2016</td>
<td>A-</td>
<td>✔️</td>
</tr>
</tbody>
</table>

*- Units: 120.00 required, 41.00 taken, 79.00 needed*

---

### Liberal Arts Foreign Language (000002010)

**Satisfied:** Liberal Arts and Sciences Foreign Language Requirement - Liberal Arts students are required to complete a minimum of 6 hours of one foreign language at the 200 or greater level.
This portion shows the first part of the **CORE Requirements**.

Requirements that have been **Satisfied** will show as collapsed.

Those that are **Not Satisfied** will show the courses that may be used to fulfill the requirement.

The report will follow with the rest of the CORE Requirements, then University Requirements (such as Residency and 300-level courses).

After that will come primary major followed by any second majors or minors the student may have.
The What-If Report outlines advisees’ progress in meeting degree requirements should they decide to add or change a major or a minor.

Advisors may generate new What-If Reports for their advisees at any time by selecting Create New Report or view a previously run “Saved” Report.

When creating a new What-If Report, select advisee’s Catalog Year, Academic Program (i.e., the college within which the new or additional major resides), the Area of Study (i.e., the new major, 2nd major, or minor) and, if applicable, the Concentration. When complete, click Submit Request.

The What-If Report is similar in layout to the Academic Requirement Report, outlining which course requirements have been completed and which requirements remain if an advisee were to change their major, add a second major, or add a minor.
Hold information is listed under **Holds**.

**Enrollment dates** (also called enrollment appointments) are based on advisee membership in a priority registration group and on number of credits completed. Enrollment appointments for the following semester are created and viewable to advisees and advisors starting the two weeks prior to the registration period (generally mid-October and mid-March).

When students have multiple **Advisors**, their advisors are listed alphabetically within the Advisee Student Center.

**Personal Information**
- Advisee addresses
- Advisee telephone number
- Advisee **Butler email address**
Removing an Advising Hold: ‘General info’ tab

Under the ‘general info’ tab, find your advising hold under ‘Service Indicators’ and click the hyperlink.

Please note, a Positive Service Indicator will not restrict enrollment.

Click the ‘Release’ button to release the advising hold.
Removing an Advising Hold: Advising Center Main Page

From the Advisor Center page (clicking on Advisor tile), click on Manage Service Indicators on the left side menu.

Enter students ID or Name and click Search.

Click on the hyperlink for your Advising Hold.

On the next page click the Release button (as shown above)

The Hold link in the Advisor pivot viewer (main page of Advisor Center) will take you to the same Manage Service Indicator page for the student.
Early Term Grades - Entering

(Instructor Quick Links, My Schedule) Click on the Grade Roster icon

The Grade Roster Type will be Mid-Term Grade or Final.

Enter grades. You can set Approval Status to approved when finished, but it is not necessary for Early Term.
Early-term Grades – Viewing Advisee grades

Go to Advisee Student Center (referenced on p. 6 above)

Select Grades from the other academics drop down box.

Select the Mid-term Grades tab to view the grades.
**General Info Tab**
- Service Indicators (includes advising hold)
- Initiated Checklists (placement exams)
- Student Groups (athletic participation, first-generation status, etc.)
- Personal Data (date of birth, gender, marital status)
- Names
- Addresses
- Phones
- Email Addresses

**Transfer Credit Tab**
- Course Credits
- Test Credits
- Other Credits
Academics Tab: Institution/Career/Program

- Academic program (i.e., college affiliation)
- Admit Term
- Expected graduation Term
- Academic Plan (i.e., major and minor).

Academics Tab: Term Summary

- Level/load (first-year, sophomore, full-time, part-time, etc.) by selected term
- Courses by selected term
- Statistics (total units completed, GPA units, etc.) by selected term
Late Add Instructions for Advisors

1. Advisors will receive an email from sender “People_Soft System” when one of their advisees has submitted a request to add a course after the add deadline (i.e., after the fifth day during fall and spring semesters). **Advisors will receive these requests only after the instructor has approved the late add.**

   Within the email are the requesting student’s name, the instructor’s name, the student’s dean designate, course information, and the student’s reason for submitting a late add request.

   After reviewing this information, click the hyperlink that leads to the approval/denial screen within My.Butler (Internet Explorer is the preferred browser for this action; advisors may need to cut and paste the hyperlink into a new browser window if off campus).

   At this point, advisors may need to enter their My.Butler credentials:

   ![Click on the hyperlink to be taken to the approval screen](https://ncwmy.butler.edu:470/psp/PABUG/EMPLOYEE/HRMS/c/BU_SR_ADVISOR_ACCESS.BU_ENRL_REQ_AWE.GBL?Page=BU_SR_ENRL_AWE&Action=U&ENRL_REQUEST_ID=0000848960&ENRL_REQ_DETL_SEQ=1&MESAGE_SEQ=1)

2. Once in the approval/denial screen, review the information one more time before clicking either “Recommend Approval” to signify your approval of this request or “Deny” to terminate the request.

   You may enter comments for future approvers to consider, or you may leave the text box blank.

   Clicking “Recommend Approval” forwards the request to the student’s dean’s office for further consideration.

   Clicking “Deny” terminates the request. Students are notified via email as their request advances or stops through the workflow:
Upon clicking “Recommend Approval” or “Deny,” the buttons are greyed out to prevent future action. No further action can be taken on this request (i.e., there is no “undoing” this an approval or a denial):

Select **Recommend Approval** or **Deny**. You can add a **Comment**.
Late Drop/Withdrawal Instructions for Advisors

1. As with late add requests, advisors receive an email from “People_Soft System” when an advisee has submitted a late drop or a withdrawal request. Within the email are the requesting student’s name, the course instructor, the dean designate, course information, and the student’s reason for submitting the late drop/withdrawal request. After reviewing this information, click the hyperlink that leads to the reviewer screen in My.Butler (Internet Explorer is the preferred browser for this action; advisors may need to cut and paste the hyperlink into a new browser window if off campus). At this point, advisors may need to enter their My.Butler credentials:

   I would like to drop the following class: 1388 "Intermediate Accounting II". Your feedback/comments regarding this request should be sent to my primary advisor within 24 hours to inform the evaluation of this request. Your prompt attention to this request is appreciated.

   The class’s details:

   Student’s Name: Jane Doe

   Instructor’s Name: Butler Instructor
   Advisor’s Name: Butler Advisor
   Dean Designate’s Name: Butler Dean

   Credit hours enrolled in for current term: 3
   Class (Subject): Accounting
   Catalog Nbr: 302
   
   Reason for requesting late drop: I had a prolonged illness that has kept me from attending my classes for several weeks. I would like to withdraw from this class and re-enroll next semester.

   Please use the following link to provide feedback/comments: 
   E&Action=U&ENRL_REQUEST_ID=0000043998&ENRL_REQ_DTL_SEQ=1&MESSEnAGE_SEQ=1

2. Once in the approval/denial screen, review the information one more time before clicking either “Approve Withdrawal” (to approve the request as a withdrawal with a grade of W), “Approve Late Drop” (to forward the request to the student’s dean’s office for consideration of removal of the course from the transcript) or “Deny” (to terminate the request). You may enter comments for future approvers to consider, or you may leave the text box blank. Students are notified via email as their request advances or stops through the workflow:
3. Upon clicking “Approve Withdrawal,” “Approve Late Drop,” or “Deny,” the buttons are greyed out to prevent future action. No further action can be taken on this request (i.e., there is no “undoing” these actions):
OnBase/BU Docs

Navigate to budocs.butler.edu and enter your Butler user name and password.

Under Document, select Custom Query, then highlight REG – ALL DOCUMENTS.

In the text boxes that appear below, enter an advisee’s Butler ID number (EmpID) or First/Last Name

Click the Search (binoculars button).

A list of all available documents for the student appears. Double-click a file name to view the document (PDF file). Advising-related documents housed within OnBase/BU Docs include:

- High school/college transcripts
- Approvals for course variances
- Transfer credit approvals
- Add/drop/withdrawal forms
- Change of major/minor/advisor forms